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Bancroft Corporate
732136 Ridgewood Dr.
Metairie, LA 70001

Dear Human Resource Manager:

Please accept this letter and resume as my application for a position at Bancroft Corporate. I am very interested in obtaining a position as a Medical Supply Sales Representative with your company, and believe that, upon reviewing the enclosed resume, you will agree that I possess the knowledge base, skills set, and experience that such a position requires.

I am presently attending Southeastern Louisiana University, and I will be graduating in December 2005 with a Bachelor of Science degree in Biological Sciences. The course work required for this degree has provided me with a solid knowledge base in biological principles, biochemistry, and anatomy and physiology. I have also completed course work in marketing and communication. I believe that the knowledge I have acquired through this variety of course work would contribute to my success as a Medical Supply Sales Representative for your company.

My work experience includes retail sales, research assistant, and provider of tutoring services for students. These job opportunities have allowed me to develop responsibility, professionalism, and leadership skills, and the ability to effectively multitask and prioritize tasks and projects. I am excited by the possibility of interacting with customers/clients to educate them on a product or service that will enhance their quality of life. I believe I can continue to apply this desire to genuinely and effectively meet the needs of my customers/clients, as well as my strong work ethic, to my chosen career of medical sales, resulting in exceeding your performance expectations.

In researching Bancroft Corporate, I discovered that the company prides itself on quality, commitment, trust and respect in both product sales and service. I am impressed by the fact that the company is passionate about its goals and about facilitating winning teams, as well as performing as an aggressive competitor. With the accumulation of this information, I am confident that I could successfully meet your company's expectations and assist you in reaching your goals through applying my education, experience, and enthusiasm.

Attached is my resume. I look forward to an interview and opportunity where we may further discuss my qualifications and desire for employment with Bancroft Corporate. Please contact me if additional information is needed.

Thank you for considering my request.

Sincerely,

Gary Finch

Attachment